
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS Policies and Procedures | | |
|------------------------------|--|---------------------------|
| 3511 | MMRS Training Room Reservation Policy for External Use | Revision Date: 02/26/2016 |
| | | Version: 1 |

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1. Introduction

MMRS training rooms may be reserved for use by other DFA offices or other state agencies as outlined in this policy.

2. Scope

This policy governs DFA/MMRS training room reservations for all agencies as of the publication date of the policy.

3. General Information

Reservations are made on a first come first served basis. DFA/MMRS has first priority use for these resources. DFA/OIT has second priority.

No reservation will be considered accepted unless the reservation form is received and is appropriately signed by the agency responsible for payment.

No reservation will be accepted with less than **5 business days** lag time prior to the required room preparation date. DFA/MMRS personnel will install any and all software required for the agency's use of the room. If such software installation is required, it is highly recommended that members of the reserving agency's IT and/or training staff be present to test and ensure that it is working as needed.

Should the responsible agency decide to cancel the reservation, there will be a \$25 processing fee assessed. If cancellation is made within **5 business days** of the scheduled date of first usage, all actual setup charges to date will be billed (\$50 minimum). Cancellation must be received in writing from the responsible agency. "In writing" may be by email to Network1@dfa.ms.gov.

DFA/MMRS personnel will notify Capitol Police of the dates/times of sessions and the expected number of students. Capitol Police will authorize access to the Woolfolk Building Annex (location of the Training Rooms) based on this information.

Should the reserving agency require use of the Annex kitchen for preparation of refreshments, they will need to reserve the use of the kitchen with the DFA/Office of Capitol Facilities, at (601) 359-3905.

4 MMRS Contact

Contact for MMRS Training Room reservations is the MMRS Network Staff. They can be reached by email at Network1@dfa.ms.gov, phone: (601) 359-1302.

5. Charges

Set-up

0-2 hours - \$50

Each additional hour - \$25

Usage

0-4 hours (half day) - \$100

4+ hours (full day) - \$200

Example:

Agency XYZ needs to conduct web training for employees. Training requires Citrix software to be installed for this training to occur. Training is scheduled for 9AM – 4PM for July 27 – July 31. Number of students will be 15.

Cost will be calculated at \$50 for set up (assuming it does not require more than 2 hours of MMRS staff time) and \$200 X 5 days for the class (\$1000) for a total of \$1050.

Billing will be issued to the booking agency via a SAAS invoice as soon as the training session is completed.

6. Clean Up

The booking agency is totally responsible for physical clean up of the facility. This includes wiping off work surfaces, removing food, setting trash outside, removal of training materials and other supplies. Failure to do this will result in a \$100 clean up charge.

The DFA/MMRS Network Staff will uninstall all software that was installed for the reserved sessions (cost is factored into the set-up charge). No software will be removed by the reserving agency staff.

7. Damages

Any damage caused to furniture and equipment will be the responsibility of the reserving agency.

9. SAAS Invoicing Codes

SAAS invoices will use the following coding structure when generating invoices for use of the MMRS Training Rooms:

| SAAS Table | Code | Description |
|--------------------|-------------|--|
| ITYP | B | MMRS Training Room Rental – When requesting invoice print for this invoices from Operations, you should request Type B. |
| RSRC | 45051 | MMRS TR RENTAL – This is the revenue source defined for Training Room rental and it is code on all lines on the invoice. |
| CHRG | 900 | Training Room Setup-Cleanup – This is the item code used on the invoice line for setup/cleanup charges. |
| CHRG | 901 | Training Room Rental – This is the item code used on the invoice line for the charges for the actual use of the room. |
| FUND | 3125 | MMRS Revolving Fund – This is coded on each invoice line under Fund. |
| OBJT | 61616 | Repayments to MMRS Revolving Fund – This is the minor object code for payments into the MMRS Revolving Fund. CHRG table items 900 and 901 map to this minor object code. |
| Appropriation Unit | 3125 | MMRS – This is coded on each invoice line under APPR. |
| Vendor | V9913031250 | SAAS Vendor Number for the MMRS Revolving Fund. Payments are made to this vendor number. |

Invoices will be entered manually. The suggested invoice numbering scheme should be xxxmmddyyyy where xxx equals agency abbreviation (example: MDA) and mmddyyyy equals start date of the Training Room rental (example: 03142005).